

# **NEWCOMERS' SAFETY BRIEFING**

## **Safety and Occupational Health Office**



Ray Waits, Safety Manager, 895-1583

# Safety and Occupational Health Office

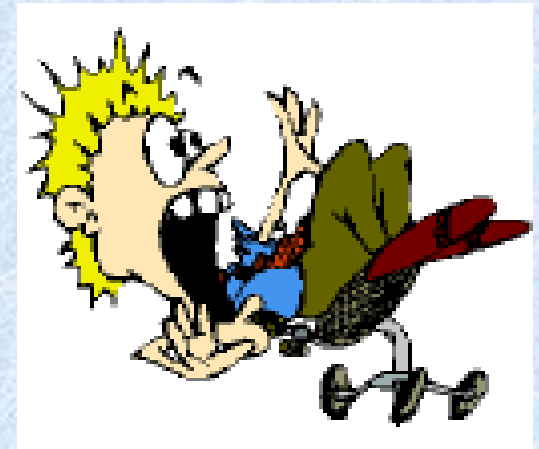
- Functions
  - Administer the Safety and Occupational Health (SOH) Program for the Huntsville Center Safety Office. To view safety policies, regulations, documents, and other SOH health links, go to the following website:  
<http://www.hnd.usace.army.mil/safety/>
  - Conduct annual Safety and Occupational Health Inspection throughout the Center.

# Safety and Occupational Health Office

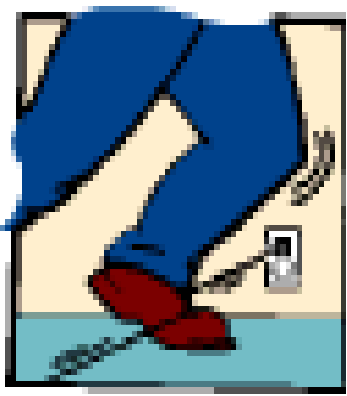
OSHA: Office workers are more likely to be injured on the job than industrial workers. Why?? Hazard recognition and safety are stressed more in industrial environments.

# PRIMARY CAUSES OF OFFICE WORKER INJURIES

- Slips/trips/falls
- Materials handling
- Equipment use
- Collisions with furniture
- Injuries from hand tools such as scissors, staplers and paper cutters
- Vehicle accidents







# SAFETY TIPS



- **Work Area:**

- Eliminate Trip Hazards (phone lines, extension cords, frayed carpet strings, broken stair tread edges, etc.)
- Put Heavy Files in Bottom File Drawers
- Keep Work Area Neat – no clutter
- Pick up items that fall - pencils, etc.
- Keep Exit Path Clear – Watch where you walk!



# Mandatory AAC Training

- **Accident Avoidance Course (AAC)**
  - **This course is designed for Army civilian personnel and satisfies the HNC Commander's Safety Management Action Plan requirement. As part of the Commander's SMAP, Soldiers and Army civilians shall successfully complete the Vehicle Accident Avoidance Course (formerly Defensive Driving) every four years. Employees are required to take the training online at the intranet link below:**  
<https://hnc-ws-intra.hnc.ds.usace.army.mil/SAFETY/AAC>
  - **The Business Management Office (BMO) has added the Accident Avoidance Course to everyone's Individual Development Plan (IDP) in the Automated Training Management Program (ATMP). After course completion, please notify the admin POC in your Directorate/Separate Office to mark your Individual Development Plan (IDP) completed for this training. If you have any questions, please see your Supervisor.**
- **For additional information, review the CEHNC SMAP for FY07-FY08 at the following link:** <https://hnc-ws-intra.hnc.ds.usace.army.mil/SAFETY/SMAP/SMAP.PDF>

# Mandatory CRM Training

- **Composite Risk Management (CRM) Civilian Basic Course**
  - This course is designed for Army civilian personnel and satisfies the HNC Commander's Safety Management Action Plan requirement. As part of the Commander's SMAP everyone is required to complete the Composite Risk Management Course at the intranet link below:  
[https://hnc-ws-intra.hnc.ds.usace.army.mil/SAFETY/CRM\\_Civ](https://hnc-ws-intra.hnc.ds.usace.army.mil/SAFETY/CRM_Civ)
  - There is one “glitch” you should know. At the end of the intranet training, you are asked to log on to the Combat Readiness University website to print a certificate. You DO NOT need to do this since your training will be tracked via your “a0” number.
  - The Business Management Office (BMO) has added the Composite Risk Management Civilian Basic Course to everyone's Individual Development Plan (IDP) in the Automated Training Management Program (ATMP). After course completion, please notify the admin POC in your Directorate/Separate Office to mark your Individual Development Plan (IDP) completed for this training. If you have any questions, please see your Supervisor.
- For additional information, review the CEHNC SMAP for FY07-FY08 at the following link: <https://hnc-ws-intra.hnc.ds.usace.army.mil/SAFETY/SMAP/SMAP.PDF>



# **Position Hazard Analysis (PHA)**

- **Definition:**
  - **Position hazard analysis (PHA):** A documented process by which the duties (or tasks) of an employee's job position are outlined, the actual or potential hazards of each duty are identified, and measures for the elimination or control of those hazards are developed.
- **Requirement:**
  - All HNC positions will have a PHA developed to analyze job/task hazards and identify controls to mitigate or eliminate these hazards in a continuing effort to reduce workplace injuries or illnesses. A PHA shall be prepared, updated as necessary, and documented by the supervisor of each HNC position as warranted by the hazards associated with the position's tasks.



# **Position Hazard Analysis (PHA) - continued**

- **Responsibility:**
  - **Supervisors are responsible for developing a PHA for each position or task performed by employees under their supervision. The PHA will identify hazards associated with a position/task, followed by the necessary controls to mitigate or eliminate the hazards identified.**
  - **Supervisors will review the contents of PHAs with employees upon initial assignment to a position, repeating at least annually or whenever there is a significant change in hazards. The annual PHA review/update will be performed at the start of the employee's rating period.**
  - **Supervisors, as a part of HNC New Employee In-processing Procedure, will discuss the PHA with new hires and provide a copy for the employees' use.**  
**NOTE: The HNC In-Processing Procedure dated 1 October 2004, now includes a supervisor action to discuss/provide the PHA to the new hire.**

# **Position Hazard Analysis (PHA)**

- **Location of Example PHA, Instructions, and Blank Fillable ENG Form 6017-R:**
  - **INTRANET link:** <https://hnc-ws-intra.hnd.usace.army.mil/>

# **Commander's Safety Management Action Plan (SMAP) for FY07-08**

- **Location of SMAP:**
  - Review the SMAP at the INTRANET link below: <https://hnc-ws-intra.hnd.usace.army.mil/SAFETY/HNCSSMAP.asp>
- **Co-Chairpersons:**
  - The Deputy Commander and the Deputy for Programs and Technical Management.



# TRAVEL SAFETY TIPS



- **Travel:**
  - Ensure vehicle equipment is in proper working order
  - Use Seat Belts!!! It's the law!
  - Drive with car lights on, especially when it's dark and during inclement weather, e.g., raining or snowing. It is the law in Alabama.
  - Obey the Speed Limit!  
(HNC Parking Lot Speed Limit - 10 MPH)







# STAIRS SAFETY TIPS

- Don't load your arms so full of materials that you can't see.
- Keep one hand on the handrail.
- Don't congregate on stairs or landings.
- Take one step at a time.

# STORAGE SAFETY TIPS

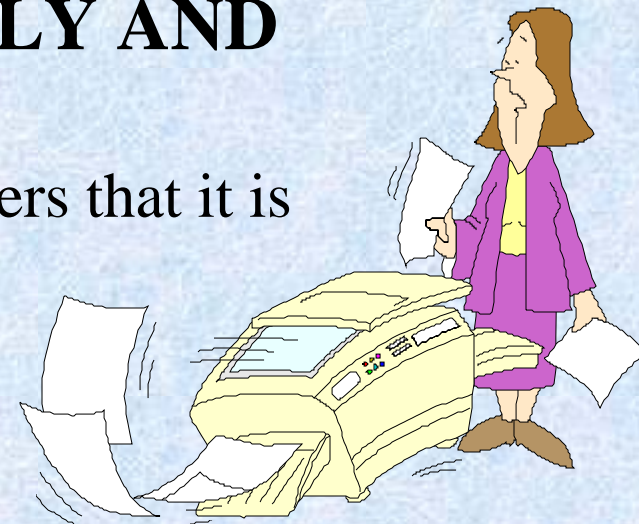


- Keep office areas clean. (Areas are not cleaned by the contract cleaning service.)
- Do not block passageways.
- Do not overload bookshelves.
- Keep stacking and storage areas safe.

# OFFICE MACHINES



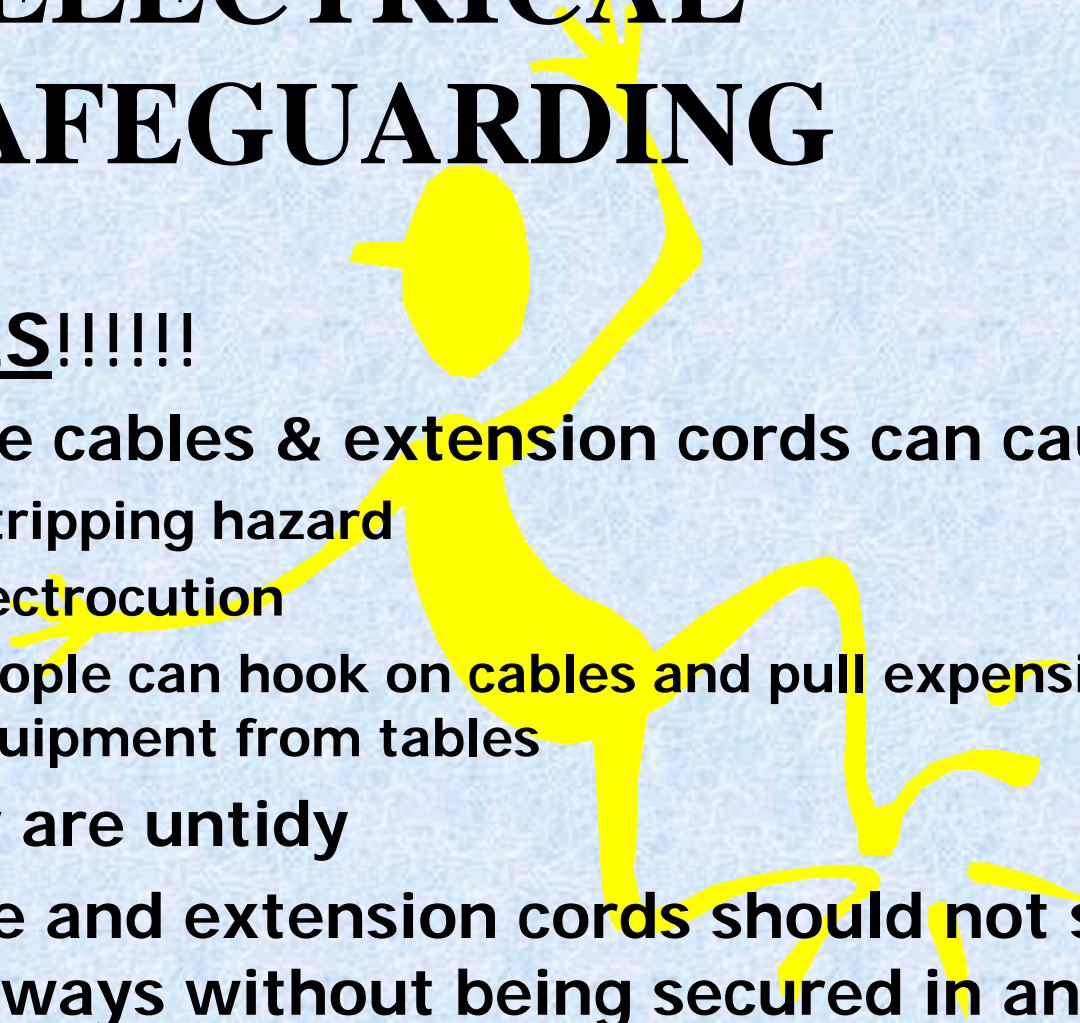
- Learn how to operate office machines safely before you use them.
- Keep hands and fingers clear of paper inlet at the paper shredder.
- Switch the machine off before trying to clear a blockage.
- If you notice a tingling sensation when touching a machine, **UNPLUG IT IMMEDIATELY AND REPORT IT!**
  - Put a sign on the machine indicating to others that it is out of order.



# ELECTRICAL SAFEGUARDING

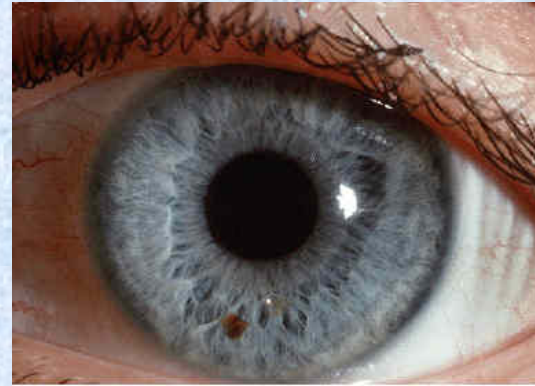
- **CABLES!!!!!!**

- Loose cables & extension cords can cause:
  - A tripping hazard
  - Electrocution
  - People can hook on cables and pull expensive equipment from tables
- They are untidy
- Cable and extension cords should not span walkways without being secured in an encapsulated device.





# PROTECT YOUR EYES



- Don't rub your eyes if you have a chemical on your hands.
- Keep eyes away from corner cabinets, boxes, pencils, etc.

# ERGONOMIC ISSUES



- **Use proper posture when using the computer.**
- **Ergonomic aids: mouse pad, keyboard and keyboard pad, chair, footrest, etc.**
- **Good lower back support.**
- **If your desk is too high, compensate by raising the seat height of your chair.**
- **Prevent tennis elbow and carpal tunnel syndrome.**

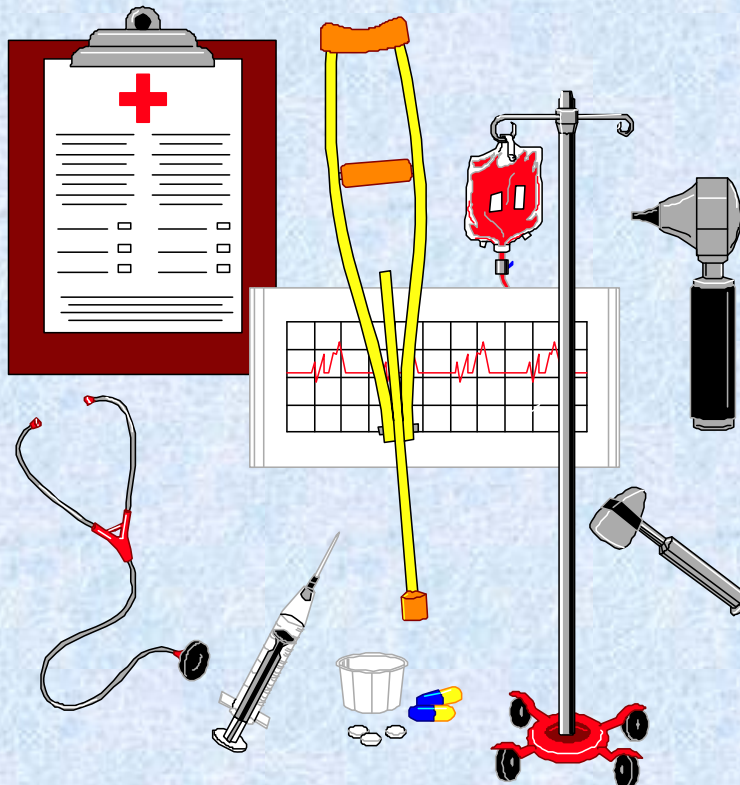
# KITCHENETTE CONCERNS



- To prevent sickness/illness from mold and fungus in and around the refrigerator and microwave:
  - Defrost refrigerators every 3-6 months.
  - Clean the microwave.
- Employees are responsible for keeping refrigerators, coffee pots, and microwaves clean in kitchenettes since areas are not cleaned by the contract cleaning service.
- Turn off coffee pots at the end of the day.
- Clean up spillages quickly.

# ACCIDENT REPORTING

- **REPORT ALL INJURIES ON DUTY TO YOUR SUPERVISOR ON THE SAME DAY.**





# ACCIDENT REPORTING



- In Case of Injury, notify Supervisor immediately
- Seek Medical Attention (if necessary)
- Complete Corps of Engineers Accident Investigation Report (ENG Form 3394) (Initiated by supervisor)

**Print forms w/instructions from the following website:**

[http://www.hnd.usace.army.mil/safety/Safety\\_Health\\_Links.aspx](http://www.hnd.usace.army.mil/safety/Safety_Health_Links.aspx).

Submit completed Accident Report (ENG Form 3394) to the Safety Office within 5 days.

- If injury or illness requires medical treatment or loss of work time, contact Ms. Debra Hammond at 842-9038 & complete required U.S. Department of Labor Form (CA-1 or CA-2) (Initiated by employee, signed by supervisor) **Print forms from the following website:**

<http://www.dol.gov/library/forms/>

# FIRST AID ATTENDANT PROGRAM

- To view a list of First Aid Attendants, click on the following icon on your desk top.



First Aid Attendant.Ink

- Review the list periodically to make sure you know where the First Aid Attendants are located. These lists are also located in elevators, stairwells, kitchenettes, cafeteria, wellness center, and between the restrooms.
- If you are a First Aid Attendant, make sure the First Aid Box is well stocked. For First Aid Supplies, contact the Safety Office.
- First Aid Attendants are trained in Basic First Aid, CPR (Cardiopulmonary Resuscitation), AED (Automated External Defibrillators), and PDT (Prevention of Disease Transmission).

# **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM**

- What is an AED: This acronym stands for automated external defibrillation or automated external defibrillator. They are lifesaving devices. This device allows someone to give a potentially lifesaving electrical shock to a victim's heart during cardiac arrest. It basically shocks a heart that is in an abnormal rhythm so that the heart's electrical system can "reset."
- AED's are located on all three floors between the restrooms.
- Authorized users only (First Aid Attendants)



# **EVACUATION PROCEDURES FOR FIRE, CHEMICAL/BIOLOGICAL, TORNADO & BOMB**

Personnel in the area must evacuate and assemble at gathering points. Review your Occupant Emergency Plan (OEP).

If you need a copy of the OEP, contact the Security Office at 5-1496 or print a copy from the following intranet website:

[https://hnc-ws-intra.hnd.usace.army.mil/SL/OEP/OEP%20UPDATE06%20Full\\_Version\\_Oct06.pdf](https://hnc-ws-intra.hnd.usace.army.mil/SL/OEP/OEP%20UPDATE06%20Full_Version_Oct06.pdf)

Floor Monitors must assist and check badges when the all clear is given to return to your office.



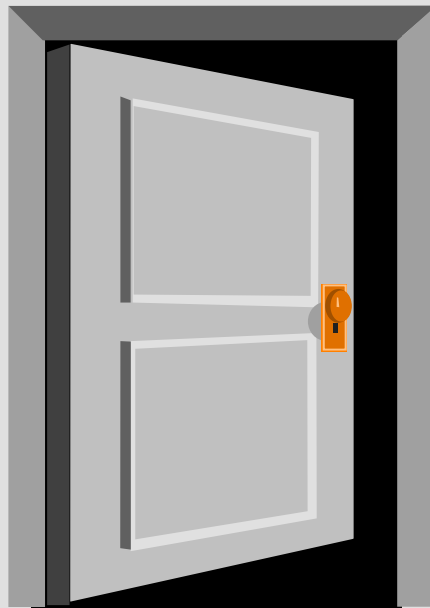


# **KEEP YOUR HEAD!**



# **DO NOT PANIC!**

# PREVENT CHAOS!



**Do not run, but walk as rapidly as possible to the nearest exit.**

# Safety and Occupational Health Office

## Fire Evacuation (Chemical/Biological Threat)

- Alarm will sound
- Use all exits except elevators
- Move away from the building to the designated area (see OEP)
- Watch for emergency vehicles

# Safety and Occupational Health Office

## Tornado Warnings

- Announced over the Public Address (PA) System
- All employees report to your designated area.  
(1<sup>st</sup> and 3<sup>rd</sup> floors please move to your designated areas on the 1<sup>st</sup> floor; 2<sup>nd</sup> floor please remain on the 2<sup>nd</sup> floor and move to your designated areas.) Please remain in your designated area until an all clear is given over the public address system.



# **Safety and Occupational Health Office**

## **Bomb Evacuation**

- Announced over the Public Address (PA) System
- Evacuate to designated area (A,B,C,D,E,) using closest exit (locations for A,B,C,D,E are included in the OEP)
- At evacuation area, check in with supervisor for accountability purposes

**Who is responsible for your safety?**

**YOU!!!!**

# **SAFETY OFFICE REPRESENTATIVES:**

**RAY WAITS (Safety Manager) 5-1583**

**KELLIE WILLIAMS (Industrial Hygienist) 5-1584**

**VICTOR TAYLOR (Safety Engineer) 5-1772**

**BUNKY ROLLINS (Safety Specialist) 5-1735**

**DONNIE BUTLER (Safety Specialist) 5-1849**

**WANDA GRIFFIN (Safety Technician) 5-1225**

**RACHEL SAWYERS (Secretary) 5-1242**